



Developmental Disabilities Planning Council

Governor Kathy Hochul

Vicky Hiffa, Acting Executive Director

Funding Announcement

Notice of Availability of Federal Funds and Requests for Proposals
(RFP) by the New York State Developmental Disabilities Planning
Council (DDPC)
(Online Submission Required)

NY Community of Practice on Diversity, Equity, and Inclusion (DEI) in Developmental Disabilities

(Grants Gateway Opportunity ID# DDP01-NY CoP-2023)

To fund one grantee the amount of up to \$150,000 per year for 5 years (\$750,000 total) to facilitate the NY Community of Practice (CoP) on Diversity, Equity, and Inclusion (DEI) in Developmental Disabilities, including creating and delivering trainings and creating tools for the developmental disabilities field on cultural competence.

Important Dates

RFP Release Date	June 7, 2023
Closing Date for Questions	June 20, 2023
Recommended Date to Prequalify in Grants Gateway*	June 23, 2023
Questions Posted By	June 23, 2023
Changes to RFP Posted By	June 30, 2023
Proposal Due Date	July 7, 2023
Anticipated Award Announcement	September 1, 2023
Anticipated Contract Start Date	January 1, 2024

***** Important Please Read *****

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reforms to the grant contract process which require not-for-profits to register in the Grants Gateway System (GGS) and complete the Vendor Prequalification process in order for proposals to be evaluated. GGS information can be found at <https://grantsmanagement.ny.gov>.

*Proposals received from eligible not-for-profit applicants who have not been Registered AND Prequalified by the **Proposal Due Date of 5:00 pm ET on July 7, 2023**, will not be evaluated; and therefore, will be disqualified from further consideration. **Note:** Throughout this document, the terms proposals, bids, offers and applications are used interchangeably, as are applicants, bidders and offerers.

Please note the issuance of this RFP does not obligate the DDPC to award a grant(s).

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1 Overview of Grant Opportunity & Desired Outcomes

1.1 DDPC Mission

The mission of the New York State Developmental Disabilities Planning Council (DDPC) is to enhance the lives of New Yorkers with Developmental Disabilities (DD) and their families through programs that promote self-advocacy, participation, and inclusion in all facets of community life.

1.2 Purpose and Funding Availability

DDPC is seeking proposals for the creation and implementation of a statewide Community of Practice (CoP) on Diversity, Equity, and Inclusion (DEI) in Developmental Disabilities. The CoP will be comprised of an Advisory Group and a minimum of 5 Regional Teams who will meet regularly and receive training on DEI. The Regional Teams will be comprised primarily of DD provider agencies and Care Coordination Organizations (CCOs) who deliver direct services to people with developmental disabilities. The selected grantee will meet with the Advisory Group to get input on the project and convene the Regional Teams to provide ongoing training and technical assistance. The grantee will also offer larger DEI training opportunities, open to professionals, families, and self-advocates in the developmental disabilities field, beyond the Regional Teams. Additionally, the selected grantee will create and maintain a website for the project to house DEI resource materials and trainings developed by the grant project. The available funding for this opportunity is up to \$150,000 per year for up to five years.

1.3 Term of Contract

The contract awarded in response to this RFP will be for five years with an anticipated start date of **January 1, 2024** and an end date of **December 31, 2028**.

1.4 Project Background

New York is a diverse state, with a high amount of diversity among people with developmental disabilities (see Appendix A for NYS demographic profile). Yet, many racial, ethnic, and linguistic disparities persist among people with developmental disabilities. For example, there is almost a 25-year gap in life expectancy for someone with Down Syndrome who is Black/African American versus someone with Down Syndrome who is white. Research has also shown that limited English proficient (LEP) individuals with developmental disabilities experience disparities in many areas such as health, education, employment, and housing. For example, research has shown that language barriers may negatively affect parents' ability to access health care services for their child with Autism. Racial, ethnic, and linguistic disparities demonstrate a need for focused work in diversity, equity, and inclusion (DEI), including the need to build a robust capacity within New York to meet the cultural and linguistic needs of people with developmental disabilities and their families.

Given New York's diversity, there is a clear need to enhance our developmental disabilities (DD) systems' ability to provide quality, culturally competent services and supports to people with developmental disabilities and their families. In 2017, the DDPC, in collaboration with its DD Network partners, and with technical assistance from the Georgetown National Center for Cultural Competence (NCCC), established a 5-Year New York Community of Practice (CoP) in Cultural and Linguistic Competence in Developmental Disabilities. Over the last 5 years, the CoP team has built the internal cultural competence of each respective member organization, delivered trainings across the state, presented at state and national conferences, developed resources, and advocated for DEI initiatives to key stakeholders.

While the CoP team has learned a lot and made major strides in advancing diversity, equity, and inclusion in the DD field over the last 5 years, the experience has also highlighted additional needs. For example, requests for trainings, resources, technical assistance, and guidance often surpassed the function and availability of the team. Additionally, there is an ongoing need for staff who work most directly with people with DD and their families, like Direct Support Professionals (DSPs), care managers, Care Coordination Organizations (CCOs), and DD service providers, to be culturally competent since they are often the first and most significant points of contact. Therefore, there is an ongoing need to provide resources and a learning space for providers and professionals in the DD field to share challenges, resources, and best practices for working with racially, ethnically, and linguistically diverse communities candidly and openly with each other. Additionally, there is a need for statewide trainings and a dedicated website, where DEI resources for the DD field can be made accessible to a wider audience. As a result, the DDPC is proposing an expanded CoP effort that would be directed by a single grantee with the capacity to engage and train key stakeholders in the DD field.

Approach

One grantee will be selected to coordinate the creation of an expanded Community of Practice in Diversity, Equity, and Inclusion (DEI) in DD with a minimum of 5 Regional collaborative teams. The selected grantee will provide ongoing opportunities for organizations in the DD field who are part of the CoP to work together to share ideas, technical assistance, and support, and discuss solutions to shared challenges.

1.5 Expected Key Deliverables

Key Deliverables:

(1) Facilitate the CoP Advisory Group

- Facilitate meetings of the CoP Advisory Group, which currently includes representation from the Georgetown National Center for Cultural Competence, 3 University Centers of Excellence in Developmental Disabilities (UCEDDs), Disability Rights NY (DRNY), the Self-Advocacy Association of NYS (SANYS), the Office for New Americans (ONA), and 2 multicultural agencies.

- Recruit additional members to the CoP Advisory Group, including self-advocate and family members, with a minimum of 1 self-advocate and 1 family member added. Members should be from diverseⁱ communities.
- Gather input from CoP Advisory Group on all stages of project design and development.

(2) Develop a Learning Model and Recruit Regional Teams

- Select a Learning Community Model to train Regional Teams and build their DEI capacity. The model should be an evidenced-based or a promising practice.
- Facilitate the application and selection process to identify a minimum of 5 Regional Teams to participate in the CoP in NYS.
- Regional Teams should represent the 5 OPWDD Regions of NYS, including different geographic areas of the state (see Appendix A for OPWDD Regions).
- Regional Teams should be comprised primarily of DD provider agencies and Care Coordination Organizations (CCOs) who deliver direct services to people with developmental disabilities.
- Regional Teams should also have representation from people with developmental disabilities and their families, with a minimum of 1 self-advocate and 1 family member added. Self-advocate and family members should be from diverse communities.

(3) Deliver Trainings and Provide Technical Assistance to Regional Teams

- Facilitate ongoing meetings of 5 Regional Teams.
- Provide both training and ongoing technical assistance to 5 Regional Teams based on the learning needs identified by the teams.
- Solicit input from CoP Advisory Group and the 5 Regional Teams to determine the themes and content areas for the larger DEI training opportunities to the DD field.
- Offer at least 1-3 larger statewide DEI training opportunities to anyone in the DD field, including self-advocates, family members, DD provider and CCO staff, and professionals every year of the grant.

(4) Create and Maintain DEI Resources on a Dedicated Website

- Creation of DEI resources based on CoP requests and needs, at minimum this should include recorded trainings, and a DEI toolkit.
- Create a website where DEI resources including recordings of trainings, a DEI toolkit, information about the DEI CoP initiative, and other materials are housed and maintained.
- Develop a plan to maintain and sustain the website beyond DDPC funding.

1.6 Desired Project Outcomes

The intended outcomes of this grant opportunity include:

ⁱ For the purposes of this RFP, diversity is defined as: (1) Individuals from racial and ethnic minority backgrounds (2) Individuals with limited English proficiency (3) Individuals from underserved geographic areas (rural or urban) (4) Different disabilities; and, (5) Lesbian, Gay, Bisexual, and Transgender.

- 1 website where DEI resources are housed and maintained.
- 1 DEI toolkit for provider and Care Coordination Organizations (CCOs).
- A minimum of 5 Regional DEI Teams in NYS.
- 50 people from Regional Teams receiving intensive DEI trainings each year.
- Over 200 DD provider staff, CCO staff, families, and self-advocates receiving DEI trainings each year via larger events.
- DD organizations will have increased their DEI policies and practices.
- Staff who work directly with individuals with DD will have an increased capacity to better serve racially, ethnically, and linguistically diverse communities in NYS.
- DD organizations will have increased capacity to effectively conduct outreach, engage, and provide services for people with DD from racially, ethnically, and linguistically diverse communities in NYS.

2 General Information and Deadlines

2.1 Designated Contact / Issuing Officer

DDPC has assigned a Program Planner as the Designated Contact / Issuing Officer for this project. The Program Planner or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Award letter. To avoid being deemed non-responsive, an applicant is restricted from contacting any other personnel of the DDPC regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

Program Planner

Jacqueline Hayes

New York State Developmental Disabilities Planning Council

Phone: 518-486-7505

Email: Jacqueline.Hayes@ddpc.ny.gov

2.2 Informational Meeting / Technical Assistance Session

Not Applicable.

2.3 Submission of Written Questions

Questions regarding this specific RFP must be submitted to the **Designated Contact/ Issuing Officer**, via email, by no later than the **Closing Date for Questions** as indicated in the **Important Dates** table. Applicants are encouraged to go to the DDPC website first to see if their questions have already been addressed prior to the submission of any questions.

A Questions and Answers (Q&A) Summary will be posted on our website:

<https://ddpc.ny.gov/funding> by the date indicated in the **Questions Posted By** date in the **Important Dates** table.

If the applicant discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, the applicant shall immediately notify the **Designated Contact / Issuing Officer** of such error in writing and request clarification or modification of this document.

If prior to the deadline of submission of written questions, an applicant fails to notify the DDPC of a known error or omission from the RFP, or of any error or omission or prejudice in bid application or documents with the RFP that the applicant knew or should have known, the applicant agrees that it will assume such risk if awarded funds, and the applicant agrees that it is precluded from seeking further administrative relief or additional compensation under the contract by reason of such error, omission, or prejudice in bid specification or documents.

2.4 RFP Amendments

It is the applicant's responsibility to check the DDPC website periodically for any amendments to the RFP. All changes will be posted by the **Changes to RFP Posted By** date indicated in the **Important Dates** table. No other notification will be given.

2.5 Deadline for Submission of Proposals

All final grant applications must be received by the Grants Gateway System (GGS) by **5:00PM ET** on **Proposal Due Date** indicated in **Important Dates** table. All deadlines for submission are in the Eastern Time (ET) zone, and the GGS will be locked for submission after these deadlines. **Late proposals will not be accepted.**

Proposals will only be accepted in the GGS. *Proposals will not be accepted via fax, e-mail, hard copy or hand delivery.*

NOTE: Applicants are advised to submit their applications early to avoid the risk of ineligibility resulting from unanticipated delays or other computer or technical problems.

3 Applying for this Grant Opportunity

This section provides information on how to apply for this grant opportunity. It includes an overview of minimum qualifications, required content, and instructions for completing and submitting the application in the Grants Gateway System (GGS).

3.1 Minimum Qualifications

Eligible applicants are any organizations that would be included in the following categories:

- Nonprofit organizations (Note: *the lead applicant cannot be a for-profit organization; however, for-profit organizations may serve as subcontractors to the lead applicant*)

- Public or private institutions, such as universities, colleges, hospitals
- Disability-service organizations
- Community-based organizations
- Tribal organizations; and
- Consortia, groups, or partnerships among organizations

Organizations whose staff were involved in the development of this project or Request for Proposal (RFP) are **not eligible** to directly apply or be included as a sub-contractor for another applicant.

If unsure if your agency is an eligible applicant, contact the **Designated Contact / Issuing Officer** identified in **Section 2.1**.

3.2 GGS Registration and Prequalification Process

New York State requires not-for-profit organizations to register in the [Grants Gateway System \(GGS\)](#) and complete the Vendor Prequalification process, if interested in applying for state funding opportunities. Government entities are not required to prequalify in GGS but must register in GGS to apply.

For proposals to be evaluated, all not-for-profit organizations applying for this grant opportunity **MUST** prequalify by the time and date of submission. Any applicant who submits a proposal that is not prequalified in the GGS on the **Proposal Due Date** listed in the **Important Dates** table, will be disqualified from further consideration.

Below are links where you can find more information on GGS registration and prequalification requirements.

Register with the Grants Gateway System

How to Register in the GGS:

<https://grantsmanagement.ny.gov/register-your-organization>

If you have previously registered and do not know your username, email grantsgateway@its.ny.gov. If you do not know your password, click the [Forgot Password](#) link from the main log in page and follow the prompts.

Get Prequalified in the Grants Gateway System

How to get Prequalified in the GGS:

<https://grantsmanagement.ny.gov/get-prequalified>

Specific questions about the prequalification process should be directed to the agency contact listed in **Section 2.1 Designated Contact / Issuing Officer**, or to the Grants Management Team at grantsgateway@its.ny.gov.

Non-profit Vendors and Organizations are strongly encouraged to begin this process as soon as possible and at the latest by the recommended date specified in the Important Dates table, in order to participate in this opportunity.

3.3 Finding the Opportunity in Grants Gateway

To find this Opportunity in Grants Gateway, please follow these instructions:

1. [Log in](#) to the Grants Gateway in an appropriate role including:
Grantee, Grantee Contract Signatory, or Grantee System Administrator.
2. On the Grants Gateway home page, click the **View Opportunities** button.
3. Use the search fields to locate an opportunity. Search by State agency name (Developmental Disabilities Planning Council) or enter key words in the "Grant Opportunity Name" field.
4. Click the **Search** button.
5. Click the **Grant Opportunity** link in the search results to view the profile.
6. Click the **Apply for Grant Opportunity** button to initiate an application.

Please note that even though you have access to the PDF of the RFP, all responses to the RFP must be entered into the GGS.

NOTE: To access the proposal and other required documents, including attachments, applicants must be registered and logged into GGS in the user role of either a "Grantee" or a "Grantee Contract Signatory."

*For tutorials (training videos) on using the Grants Gateway, refer to:
<https://grantsmanagement.ny.gov/videos-grant-applicants> or visit the Grants Management website at the following web address: <https://grantsmanagement.ny.gov/resources-grant-applicants>

3.4 Application Overview

This section provides information on how to complete the application for this opportunity in the Grants Gateway System (GGS). It includes general directions for GGS and information about application sections and content.

All application materials can be found under the **Forms Menu** in GGS.
(See screen shot of **Forms Menu** below).



The Forms Menu includes several pages of forms and documents that you must complete in order to submit your application. Each screen is listed individually as a link under the **Forms Menu**.

To navigate the different forms and subsections: Click a link, complete the screen as directed, save the screen, go back to the **Forms Menu** and click another link. Continue in this manner until you have completed all the links/screens.

The next Section (**Section 3.5**) provides more detailed information about each of the screens in GGS that correspond to the application.

NOTE: The system will time out every 20 minutes that it goes without being saved or moving between pages for security purposes. Be sure to save pages frequently so the system does not time out. If the system does time out, all information entered after the last 'save' will be lost.

3.5 Completing the Proposal Application in Grants Gateway

All subsections of Section 3.5 are required to be completed for an application to be submitted in the Grants Gateway System (GGS). The following subsections provide general information about each section, GGS directions, and general guidance for completing the application.

3.5.1 Project Site Address Screen

This section asks applicants to provide general information about their grant proposal. See below for specific GGS directions.

- **Name/Description:** Enter Grant Proposal / Project Name.
- **Project Statewide:** Select YES.

When you have completed all fields on the page click the [SAVE] button at the top of the page. Then return to the 'Forms Menu' tab at the top of the screen to navigate to the next section.

3.5.2 Program Specific Questions Screen

DDPC requires all applicants to answer a set of Program Specific Questions, each of which will be scored (see points in tables below). These questions seek to gather more detailed information about the applicants' proposed project idea, scope of work, experience, evaluation plan, and sustainability strategy.

To access the Program Specific Questions in GGS from the **Forms Menu**, click on the **Program Specific Questions** link, then provide responses to the following questions:

Project Title: All applicants must enter a Project Title.

Program Specific Questions:

No.	1. Proposed Project Description (0 – 35 Points)	Max Points
1.1	<p>Provide a 5-year comprehensive plan of action and implementation timeline with details on how your organization plans to meet the goals of this project including:</p> <ul style="list-style-type: none"> • Engaging and convening the CoP Advisory members and recruiting new self-advocate and family members. • Developing the application and selection process for the Regional Teams. • Developing DEI trainings, resources, technical assistance, and a project website to house all DEI resource materials. • Carrying out trainings with Regional Teams and providing larger DEI training opportunities to the DD field. 	15
1.2	<p>Describe your vision for the website that will house DEI trainings, resources, and technical assistance materials, including details about:</p> <ul style="list-style-type: none"> • Ensuring the website reaches a wide and diverse audience. • Maintaining and managing the website. • Sustaining the website past DDPC funding. 	10
1.3	<p>Describe your proposed efforts to ensure that all DEI trainings, materials, and resources are culturally competent, include details about engaging the Advisory Group and other relevant community partners in the development of materials.</p>	10

No.	Workplan (0 – 15 points)	Max Points
1.4	<p>NOTE: The Work Plan is not a Program Specific Question. Grantees will complete a Work Plan within GGS as well as the word template uploaded in the Pre-Submission Uploads section of the gateway (the completed version will be uploaded to the Pre-Submission Uploads Folder), which will be scored (0-15 Points). See Section 3.5.5 for additional guidance on completing a Work Plan.</p>	15

	<p>The overall Work Plan will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Scope of work: Strength of the Plan of Action to meet the <i>Expected Grant Deliverables</i>. • Evaluation: Strength of evaluation of the usability and utility of the web resource, toolkit, and print materials as they align with the <i>Desired Project Outcomes</i>. • Sustainability: Strength of the sustainability plan, with specific strategies to continue the work beyond DDPC grant funding. 	
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No.	2. Evaluation, Dissemination, and Sustainability (0 – 15 points)	Max Points
2.1	<p>Describe how your organization will evaluate the extent to which the <i>Desired Project Outcomes</i> were achieved.</p> <p>Applicants should outline how they plan to collect and measure satisfaction of all project participants, outcomes for people with DD and their families, and the impact of the materials and resources created for this initiative. Please describe how you will measure changes in attitudes, behaviors, or organizational policies that result from DEI trainings or being engaged in the CoP on DEI.</p> <p>Overall, this section should include information on your performance measures (as reflected in the workplan), as well as the ways you intend to measure outcomes (i.e. pre-/post- testing, surveys, interview data, etc.).</p> <p>If your proposal is awarded, the DDPC evaluation team may work with the selected grantee to develop or review evaluation tools and ask the grantee to produce an outcomes report at the conclusion of the grant.</p>	10
2.2	Please outline your proposed sustainability plan, which can be built upon throughout the term of the project, to ensure the continuation of the project past DDPC funding.	5

No.	3. Applicant Capability, Personnel and Resources (0-15 points)	Max Points
3.1	<p>Describe your organizational expertise, experience, and capacity in:</p> <ul style="list-style-type: none"> • Developing or delivering DEI trainings and DEI materials, • Convening teams for collaborative efforts, and • Working with people with DD, their families, and 	7

	professionals or staff in the DD field.	
3.2	<p>Please upload an example of a diversity, equity, and inclusion (DEI) material, curriculum, or training that you have created.</p> <p>These can be uploaded to the Pre-Submission Uploads Folder section in GGS.</p>	4
3.3	<p>Describe the planned collaborations and various roles other organizations might play in the project development and implementation. Letters of collaboration are encouraged but not required. These can be uploaded to the Pre-Submission Uploads Folder section in GGS.</p> <p>Specifically, the prospective grantee should identify current connections with DD agencies, DD providers, CCOs, self-advocacy group, parent advocacy groups, or other relevant stakeholders, including how you will get project buy-in from these key stakeholders to participate.</p> <p>If using contracted services or subcontractors, describe their roles and responsibilities.</p>	2
3.4	Identify and describe who will be the lead person responsible for project implementation, identifying the experience or expertise they bring to ensure the successful implementation of this initiative. In the event of their absence, identify a back-up lead person and describe their experience or expertise.	2

No.	4. Proposal Budget, Matching Funds and Administrative Costs (0-20 points)	Max Points
4.1	<p>NOTE: The 1-Year Expenditure Budget is not a Program Specific Question. Grantees will complete a 1-Year Expenditure Budget within GGS, which will be scored (0-20 Points Total).</p> <p>Applicants will be scored on their overall 1-Year Budget, which will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Demonstration of a clear relationship between funds requested, the program activities, and performance outcomes and the budget's consistency with the intent of the RFP (0-10 Points). • Documentation that expenses are realistic, reasonable, 	20

	<p>necessary, allowable, and justified based on one-year program plan (0-10 Points).</p> <ul style="list-style-type: none"> • Grantees are required to ensure an in-kind match of at least 34% of the grant amount, from non-federal funding sources. • Grantees are required to ensure that all requested funds, including the match, are allowable and comply with RFP guidelines and requirements (see Allowable / Non-allowable Expenses document in Pre-Submission Uploads section in GGS for guidance). • Applicants must submit a <u>1-Year Budget</u>, not a 5-Year Budget. <p><i>Please see below Section 3.5.3 for more detailed information about the Budget Section.</i></p>	
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When you have completed all fields on the page click the [SAVE] button at the top of the page. Then return to the 'Forms Menu' tab at the top of the screen to navigate to the next section.

NOTE: Narratives are limited to a max. of 4,000 characters or as specified under the response box. In the Work Plan section, performance measures have a 250-character limit. Applicants are encouraged to draft responses outside of the system prior to submitting.

3.5.3 Expenditure Budget Screen

All applicants are required to submit a proposed budget in the Grants Gateway System (GGS). The proposed budget should reflect a **1-Year Budget**. The budget for this project must comply with all applicable state and federal laws, rules, and regulations, and meet RFP guidelines, rules, and regulations.

Applicants are strongly encouraged to submit budgets that reflect realistic, reasonable, and necessary expenses that are sufficient to comply with RFP requirements. Budgets must include justifiable and allowable costs only. Refer to **Allowable / Non-allowable Expenses** document in **Pre-Submission Uploads** section in GGS for guidance.

All DDPC funds are intended to minimize gaps in services and to increase the independence, productivity, integration, and inclusion of individuals with DD and their families into the community. These funds **may not** be used for activities that duplicate or supplant what is already available or required under existing laws.

The Expenditure Budget will be evaluated and scored (0-20 Points Total) based on the

criteria listed above (see **Program Specific Questions, Proposal Budget Section**) and the below noted requirements:

- Describe the estimated costs in the narrative sections for every line item of expense. The specific calculations for determining the total cost of each item should be included in the narrative sections.
- Provide a justification of why such costs are considered reasonable. Clearly describe and justify all budget items.
- Describe steps taken to ensure the project's budget makes the most efficient use of available resources.
- Ensure that all items covered by DDPC funds are directly related to the provision of goods and services indicated in this RFP.
- All expenses must be *incurred* within the contract period.
- All shared costs are prorated, and the basis of the proration should be explained.
- DDPC Indirect Costs should not exceed 10% of the budgeted *direct* expenses. Additional Indirect Costs, subject to DDPC review and approval, may be included in Match. Rent is an Indirect Cost.
- There is a matching funds requirement which will be entered into the **Match Worksheet** Section of GGS.
- Ensure that the Total Grant Funds in the Expenditure Budget agree with the amount requested.

NOTE: An Excel Budget Template can be found in the **Pre-Submission Uploads** section of the RFP in GGS. The completed Expenditure Budget is both entered into the GGS and uploaded as an attachment in the **Pre-Submission Uploads** section of your application. The completed and uploaded Budget Excel file should be dated and re-named.

Entering Budget Categories in the Expenditure Budget

To access the budget form in GGS from the **Forms Menu**, click on the **Expenditure Budget** link.

Briefly describe the expenses incurred in each budget category. Accuracy and completeness are critical. The information that is requested is essential and including details will help to expedite the contracting process.

Please provide narrative justification and description for each budget category listed below:

- **Personal Services - Salary screen:** List all positions that will be supported with grant funds. Each position should be entered on a separate screen.
 - For each component task, pro rate each employee's time devoted to the project according to the total annual salary for that employee.

For example, an employee who devotes 20% of their time to the project, has an annual (12-month) salary of \$40,000 and will work on the project for 6 months, would charge \$4,000 to the project. The percentage of time for the position cannot exceed 100%.

NOTE: By clicking **Add**, it will open a new screen for listing the next position in the GGS.

- **Personal Services – Salary Narrative screen:** Give a brief description of the responsibilities and a justification of each staff position supported by the grant funds. There should be a separate Narrative for each position.
- **Personal Services - Fringe screen:** Enter fringe benefits associated with each position. Fringe benefits should be budgeted in line with your organization's policy.
- **Personal Services - Fringe Narrative screen:** Provide a brief explanation and justification of the percentage and composition of your fringe benefit structure.

Non-Personal Services (NPS) Budget Categories: All budget items must be for commodities to be purchased during the contract period that are in direct support of services related to the project; or for contractual or consultant services to be rendered during the contract period that directly support the project.

- **Contractual Services screen:** This category includes costs for institutions, individuals, or organizations external to the agency.
- **Contractual Services- Narrative screen:** For each contractual service, briefly describe the extent and purpose of the contractual services.
- **Travel screen:** This category includes travel costs for personnel listed under Personal Services, participant travel and other travel expenses. Travel costs include the following: air, train, bus and taxi, personal auto, parking fees, tolls, lodging, and meals. This can also include conference fees or outside training costs for staff to attend that are an integral and essential part of this project.
- **Travel- Narrative screen:** For each expense, describe the purpose, destination, mode of travel & costs. Reimbursement for travel, lodging and mileage costs must not exceed the New York State rates currently in effect. All out-of-state travel must be pre-approved by DDPC.

- **Equipment screen**: At minimum, all grantees are required to have access to the following technology assets: Desktop Computer(s), Laptop Computer(s), LCD Projector(s), Printer(s), Desktop Scanner(s), and Mobile Phone(s).
 - For further guidance on equipment and technology purchases reference section §75.320 Equipment of Electronic Code of Federal Regulations (eCFR). Equipment and technology purchases are subject to DDPC review and approval.
- **Equipment- Narrative screen**: Demonstrate need for the technology investment in this section. Please note that meeting the criteria outlined in the **Allowable / Non-allowable Expenses** in **Pre-submission Uploads** does not guarantee approval of proposed technology expenditures.
- **Operating Expenses**: Describe any other allowable operating expenses including administrative overhead (indirect cost). Rent is considered an indirect cost. See **Allowable / Non-allowable Expenses** in **Pre-submission Uploads** section.
- **Operating Expenses- Narrative screen**: Use this section to provide narrative justification for the expenses listed as Operating Expenses.
- **Other Expenses Detail screen**: Describe any other allowable non-personal services and costs. Other expenses are costs that do not fall under the previous budget categories. Examples are printing services, meeting costs, language translation and interpretation services for limited English proficient (LEP) participants, and other miscellaneous expenses. Each cost must be listed on its own screen.
- **Other Expenses Detail - Narrative screen**: Use this section to provide narrative justification for the expenses listed as Other expenses.

In the Pre-Submission Uploads section of the opportunity, you will find an excel budget template file. This file can be used as a worksheet, should be filled out and finalized, and should be uploaded into the **Pre-Submission Uploads**.

NOTE: Budgets for both grant funds and match funds must be rounded to the nearest thousand. If a line item is less than \$1,000, round to the nearest hundred. Only use whole dollar amounts.

3.5.4 Match Worksheet

All applicants are required to submit a Match Worksheet in the Grants Gateway System (GGS). The Match amounts should be based on a 1-Year Budget. Enter requested information into the required fields and the total amount of Match funds, clearly describing the Source of Matching Funds in GGS.

Match Source Requirements

Matching funds may be derived from state, local, agency, and/or private sources in the form of cash or in-kind contributions, such as; staff time, fringe benefits, supplies, equipment, travel, indirect costs, or other project-related expenses. Federal funds may not be used as grantee match.

Match funds must also be allowable costs only. See **Allowable / Non-allowable Expenses** document in **Pre-Submission Uploads** Section in GGS for guidance.

Match Percentage Requirements

All DDPC grants require a Match. Grantees must ensure a **match of at least 34%** of the grant amount. See below **Grant Match Calculation Table** for specific amounts.

Match Calculation: Based on 1-Year DDPC Grant Award of \$150,000

Grant Match Calculation Based on 1-Year Award of \$150,000	
34% Match*	
DDPC Grant Award	\$150,000
Grantee Match	\$51,000 (\$150,000 * 0.34)
Total Project Budget (DDPC Award + Grantee Match)	\$201,000

3.5.5 Work Plan

The DDPC requires all applicants to complete a Work Plan, which will be evaluated and scored based on the criteria listed in **Section 3.5.2 Program Specific Questions, Proposed Project Description**.

The Work Plan seeks to gather more detailed information about the applicants' proposed Objectives, Tasks, and Performance Measures. The Work Plan will be used as the baseline to assess progress on meeting the project goals and intent throughout the life of the grant.

During grant implementation, grantees will be asked to report progress on a Quarterly basis on the Objectives, Tasks, and Performance Measures included in the Work Plan. For more information about Quarterly Reporting requirements see **Section 6.2 Grantee Reporting Requirements**.

Work Plan Overview Form

To start the Work Plan in GGS, click on the **Work Plan Overview Form**. This section will be used to create the Work Plan portion of the contract in GGS.

The first section asks you to fill out basic details about the project. See below for information to be included:

Work Plan Period: Enter the 5-year award period. For this grant the period will be:
From: January 1, 2024 **To:** December 31, 2028.

The Project Summary: Provide a high-level overview of the project, including overall goals and desired outcomes. This section can be used to broadly describe what will be outlined in more detail in the Work Plan, including the scope of work, annual number of people served, and how you will evaluate the success of the program.

The Organizational Capacity: This section should include the information requested and a brief description of any other services/programs offered by the organization.

Once you have completed all fields on this page, click the [SAVE] button at the top of the page and return to the Forms Menu.

Work Plan Instructions

From the **Forms Menu**, click on the **Work Plan Properties** link. Upon initially opening the link, all objective sets will be expanded. You can work on each set in the order listed or collapse the full grid to see the overview of the entire Work Plan and expand each section as you complete it (see below screenshot of the Work Plan, Collapsed View).

To view a Word version of the Work Plan before completing this section in GGS, see **Work Plan Template** in **Pre-Submission Uploads** Section of GGS. You must upload the workplan into the **Pre-Submission Uploads Folder** to submit.

COLLAPSED VIEW

Work Plan	
+	
+	Objective Number: 1 Objective
+	Task Number: 1.1 Task
+	Performance Measure Number: 1.1.1 Performance Measure
+	Performance Measure Number: 1.1.2 New Performance Measure
+	Task Number: 1.2 New Task
+	Objective Number: 2 Objective
+	Task Number: 2.1 Task
+	Performance Measure Number: 2.1.1 Performance Measure
+	Performance Measure Number: 2.1.2 New Performance Measure
+	Task Number: 2.2 New Task
+	Objective Number: 3 Objective
+	Task Number: 3.1 New Task

Overview: Objectives, Tasks, and Performance Measures

The DDPC provides some pre-established Objectives, Tasks, and Performance Measures which will be included in the final contract with the selected grantee and, therefore, can be found in the grant opportunity under Work Plan Properties.

The Objectives, Tasks, and Performance Measures already entered in the Work Plan are the *minimum requirements* to be included in your Work Plan for this opportunity. Grantees must also add additional Tasks and Performance Measures to their Work Plan to further demonstrate their plan of action for meeting the goals and intent of this RFP.

Objectives: the major goals of the grant initiative.

Tasks: activities and actions that grantees will conduct during the grant period to meet the defined Objective. Some are defined by the DDPC, and applicants should add additional Tasks for each Objective.

The screenshot displays a web form for entering grant information. It features two main sections: 'Objective' and 'New Task'. The 'Objective' section includes a table with columns for 'Number' and 'Objective'. A single objective is listed with the number '1' and the name 'grantee entered obj 1'. Below the name is a text area for the 'Objective Description' containing 'grantee entered description' and a character count of '27 of 250'. To the left of the description is a 'Remove' checkbox. To the right is a 'Grantee Updates Allowed' checkbox, which is checked. The 'New Task' section is below the objective section and has a similar layout. It includes a table with columns for 'Number' and 'New Task'. A single task is listed with the number '1.1' and an empty 'Task Name' field. Below the name is a text area for the 'Task Description' which is currently empty, with a character count of '0 of 250'. A red rectangular box highlights the 'Task Name' and 'Task Description' fields of the task '1.1'.

Task Name: Enter a two to three-word title or name of the Task.

Task Narrative: Provide a brief description of the Task (see below for an example).

EXAMPLE TASK:

Task Name: Implement Training

Task Narrative: Train at least 50 staff who work with people with DD in each of the five Regions of the New York State over the 5-year grant period (250 total).

Performance Measures: a specific target that assists with evaluating the impact and success of a grant initiative. A Performance Measure can be a specific **output** (i.e., 1 Resource Guide, 100 people trained) or a specific **outcome** (i.e. increased awareness of housing options, increased access to independent housing opportunities). Applicants should

consider plans for collecting outcome data (i.e., increased awareness could be measured by pre- and post- tests).

Applicants are required to submit at least one Performance Measure for each Task in the Work Plan. Grantees will be reporting progress against each of the Performance Measure targets on a quarterly basis.

In GGS, after you enter the Task information and *click Save*, a box for the Performance Measure information will appear. Enter a Performance Measure Name, select the Performance Measure Data Capture Type from the dropdown box, and provide a Performance Measure Narrative. *Click Save*. Enter at least 1 Performance Measure for each Task.

Performance Measure Name: Two to three-word title or name of performance measure.

Performance Measure Data Capture Type: Select the type of data you will be collecting. For example, if it is a numerical target (i.e., 100 people trained) then select Integer.

Performance Measure Narrative: Provide a brief description of the data that will be captured by this Performance Measure.

EXAMPLE PERFORMANCE MEASURE:

Performance Measure Name: Participants Trained

Performance Measure Narrative: 250 people with DD trained

NOTE: The DDPC will add additional **Tasks** and **Performance Measures** in the contracting phase for every contract based on federal requirements. For example, all grantees are required to collect demographic data and satisfaction surveys from grant participants.

3.6 Pre-Submission Uploads

In the Pre-Submission uploads section, grantees can upload documents to be included with your application. For this RFP, the following documents should be uploaded:

Required Uploads:

- Program Specific Question (3.2): Please upload an Example of a diversity, equity, and inclusion (DEI) material, curriculum, or training that you have created.
- Work Plan Template, required for all applicants.
- Budget Excel Spreadsheet, required for all applicants.
- Sexual Harassment Prevention Certification, required for all applicants.
- Certification pursuant to Executive Order No. 16 Business with Russia Prohibition, required for all applicants.

Optional Uploads:

- Letters of Collaboration or Support
- Vendor Responsibility Questionnaire (VRQ): Upload a copy of printed confirmation page from the VendRep On-Line System (See **Section 5.5** for more information). This is optional for the application, but the Awarded Applicant will be required to upload the VRQ.

Informational Documents:

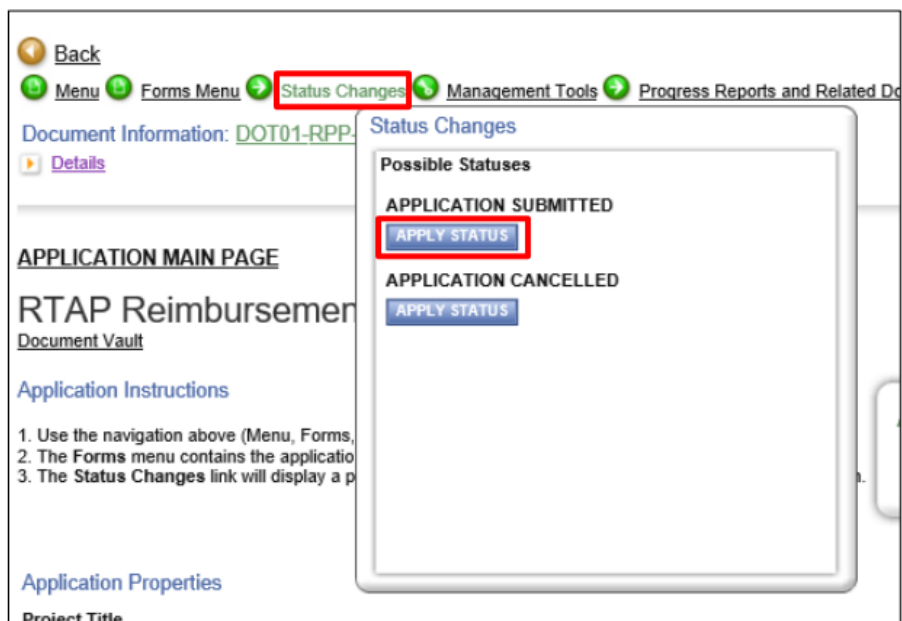
- Allowable and Non-Allowable Costs: no upload required, for informational purposes.
- Match Guidance: no upload required, for informational purposes.

Note: Please do not upload any documents that are password protected, secured or fillable with script.

Once you have completed all fields on this page, click the [SAVE] button at the top of the page and return to the Forms Menu.

3.7 Submit the Application

After completing all pages in the Forms menu and checking the Global Errors, you are ready to submit your application. While in your application, hover over the status change link and click on the [APPLY STATUS] button under APPLICATION SUBMITTED.



You will be redirected to an attestation that you must “sign” by clicking the [I AGREE] button. This will submit the application.

Once you have submitted your application, you will be returned to the Application Main page.

If you hover over the status changes link again, you will see that there are no available status options at this time. Applicants can also verify that the application has been submitted by checking the status and ensuring it has changed to **Assignment of Reviewers**. To view the status, click on the 'Details' link below the Document Information # which will expand and allow you to verify the application status.

Your application will be stored electronically in the GGS. You may save or print a PDF copy of your completed application by first clicking on the Forms Menu link, and then clicking on the Application Versions link. It may take a few minutes to generate this link after the application was submitted. *Do not click the back button while the GGS is generating your pdf copy.* Click the PDF link to have the file open for you to save or print.

NOTE: Only a **Grantee Contract Signatory** or a **Grantee System Administrator** can submit a completed application through the GGS. Proposals must be submitted online via the GGS by the date and time indicated in Important Dates table of this RFP.

3.8 Grants Gateway Helpful Links and Help Desk Information

Some helpful links are listed below. Questions regarding specific opportunities or proposals should be directed to the DDPC contact listed in **Section 2.1 Designated Contact / Issuing Officer**.

- Please visit the [Grants Management website](#) and select the [Vendor User Manual](#) from the menu. This Vendor User Manual provides detailed instructions for all GGS functions and may be printed out and/or saved on your computer for reference.
- On the GGS website, there are reference materials and videos available for Grantees applying for funding opportunities.
- The **Grants Management Team** offers regular live webinars on the Prequalification process or submitting online applications. To learn more or view the times and dates for these webinars visit: <https://grantsmanagement.ny.gov/live-webinars>
- **Grants Gateway Videos** (includes Tutorials on the Document Vault and Application Process): <https://grantsmanagement.ny.gov/videos-grant-applicants>

For assistance or technical questions about Grants Gateway:

Grants Gateway Help Desk

Email: grantsgateway@its.ny.gov

4 Evaluation Process

This section provides information on the evaluation process for applications that are submitted in response to this opportunity.

Applicants must meet the Minimum Qualifications to submit a Proposal in accordance with **Section 3.1 Minimum Qualifications** and **Section 3.3 Prequalification Process**.

Applicants not meeting these requirements will be disqualified from further consideration.

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A two-level process of review will be conducted for all submitted proposals:

4.1 Eligibility Review Process / Minimum Criteria

The first level is a pass/fail DDPC review of the submitted proposals to ensure that the application meets the Minimum Qualifications set forth in the RFP. The DDPC will reject any applications that fail to meet any one of the following criteria:

- Applicant is an eligible entity as specified within the RFP.
- The proposal was submitted within the designated timeframes.
- The applicant is Registered and Prequalified in GGS. (Government entities are not required to prequalify in GGS but must register in GGS to apply.)
- The applicant included a Work Plan, Expenditure Budget, and the required Uploads.
- The proposal is focused on the population and project specified within the RFP.

4.2 Programmatic Review Process

The second level consists of a thorough review of the submitted proposals including the project work plan, evaluation plan, organizational capability, commitment of partners, value of products and dissemination, overall strength of evaluation and sustainability plan, and the budget and corresponding budget narratives.

The proposal review and rating will be conducted using the criteria stated in this Funding Announcement (scoring is detailed in **Section 3.5.2 Program Specific Questions**) and the DDPC reserves the right to conduct follow-up activities and discussions with applicants to clarify information in the submitted proposal.

The DDPC Review Panel will typically consist of Council staff and members, and peer/field experts in the RFP topic area. The review panel will be a minimum of three trained reviewers. No applicant with an average reviewer score of less than 80 points in the programmatic review will be considered for funding.

RFP funding will go to the highest scoring proposal. In case of a tie at the conclusion of the scoring process, the application that scored highest in the category of *Plan of Action* will receive the award. In the event of tied scores in the category of *Plan of Action*, the award will go to the agency with the highest score in the category of *Evaluation, Dissemination and Sustainability*.

The DDPC reserves the right to adjust the funding amount requested based on program need

and based on the total value of the application submitted.

5 General Terms & Conditions

5.1 DDPC Administrative Information

After reviewing proposals as outlined above, recommended funding must be approved by the Developmental Disabilities Planning Council (DDPC). All costs associated with responding to this RFP are solely the responsibility of the applicant. The contract process and final contracts are subject to the approval of the Office of the State Comptroller (OSC). Upon such OSC approval, the grant award process will begin, and all terms of the contract will become public information. As part of the grant award process, the grantee and DDPC will establish a mutually agreed upon final budget, Performance Agreement (Work Plan) and Performance Indicators, that become part of the contract deliverables. Quarterly program and fiscal reports will also be required.

If DDPC is unable to negotiate the contract with the selected applicants within 60 days, the DDPC may begin contract negotiations with the next highest scoring qualified applicant(s).

All materials submitted in response to this request become the property of the DDPC. Selection or rejection of a response does not affect this right.

5.2 Award Selection and Notification

DDPC will issue award and non-award notifications to all applicants.

Applicants selected to receive a grant award will be notified by email and in an official DDPC award letter. The GGS will also provide you with an award status. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is fully executed. DDPC will not pay for expenses incurred prior to a contract being in place.

5.3 General Information for Successful Bidders

If you are awarded a contract, you will be required to comply with the following information:

- 1. Cost of Proposal Preparation** – DDPC will not be liable for any costs of work performed in the preparation and production of a proposal, or for any work performed prior to the formal execution of a contract. By submitting a proposal, the bidder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the specifications, or because of any misinformation or lack of information. The proposals shall become property of the State of New York.
- 2. Assurances** – The applicant warrants that it has carefully reviewed the needs of the State as described in the RFP, its attachments and other communications related to

the RFP, and that it has familiarized itself with the specifications and requirements of the RFP.

The applicant warrants that it can provide such services as represented in their proposal. The applicant agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable federal, State and local laws, regulations and policies now or hereafter in effect.

The bidder affirms that the terms of the RFP and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract.

- 3. Ownership of Materials** – The DDPC will remain owner of materials, documents, data, records, and reports provided by DDPC as part of this project, and the Contractor shall not use the DDPC data, records, and reports for any purpose other than the conduct of this project without the consent of the DDPC. For further information please reference attachment “A-1”.
- 4. Equal Employment Opportunity** – By submission of its bid, the successful applicant warrants that it is an Equal Opportunity Employer, and that it does not discriminate in its employment and business practices on any of the bases provided in the New York State Human Rights Law or any applicable federal laws.
- 5. Freedom of Information Law and Bidder’s Proposals** – The purpose of New York State’s Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public’s right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State, or for the proposals submitted to the State in response to Requests for Proposals. After formal contract award, the proposal of the successful applicant and the proposals of non-successful applicants are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful applicant’s contract which “are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.” Please note that information which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL. If there is information in your proposal which you claim meets the definition set forth in Section 87(2)(d), you must so inform us in a letter accompanying your proposal.
- 6. Contract Modification** – The contract budget can be modified, upon mutual agreements of the parties, during any term by written amendment. Budget modifications over 10% require external approvals by both the NYS Office of the Attorney General and the Office of the State Comptroller (OSC).
- 7. Evaluation** – DDPC reserves the right to participate in project evaluation. This may

include reviewing or creating evaluation tools for bidder/grantee use, communicating directly with grant participants and related stakeholders, and requiring the collection and reporting of project specific performance measures or indicators. DDPC may request that the grantee provides periodic updates on project outcomes after the contract period has ended.

- 8. Contract Cancellation** – DDPC reserves the right to cancel the contract or any part thereof, at any time, upon 30 days written notice. If, in the judgment of DDPC, the selected contractor fails to perform the work in accordance with the contract, DDPC may terminate the contract immediately by written notice for cause. DDPC may elect to suspend contract performance or provide a cure period prior to termination.
- 9. Insurance Coverage** – Successful bidders must provide acceptable proofs of disability and worker's compensation insurance coverage before their contract can be executed by the New York State Office of the State Comptroller.
- 10. Iran Divestment Act** – By submitting a bid in response to this solicitation, or by assuming the responsibility of a contract awarded hereunder, the contractor (or any assignee) certifies that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerors Pursuant to the New York State Iran Divestment Act of 2012" list (Prohibited Entities List) posted on the OGS website at: <https://ogs.ny.gov/iran-divestment-act-2012> and further certifies that it will not utilize for such contract any subcontractor that is identified on the Prohibited Entities List. Additionally, the contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended. During the term of the contract, should DDPC receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certification, DDPC will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then DDPC shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the contractor in default. DDPC reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.
- 11. DDPC Bid Protest Procedure** – It is the policy of the DDPC to provide all applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. Applicants that do not receive an award may make a written request for a debriefing regarding the reasons that their own proposal was not selected or disqualified, within 15 business days of the dated DDPC notification letter. Written debriefing requests may be sent to the **Designated Contact / Issuing Officer**, as defined in **Section 2.1** of this RFP. All such matters will be accorded impartial and timely consideration.

Additional procedures are as follows:

- **Formal Written Protests** – Final DDPC decisions or recommendations for award generally may be reconsidered only in the context of a formal written protest as described below. Any applicant or prospective applicant who believes that there are errors or omissions in the procurement process or who otherwise has been aggrieved in the drafting or issuance of this RFP, proposal evaluation, or contract award phases of the procurement, may present a formal complaint to the DDPC and request administrative relief concerning such action (“formal protest”). A formal protest must be submitted in writing to DDPC, by ground mail (except where alternate arrangements have been made), to the Executive Director of DDPC, Vicky Hiffa, NYS Developmental Disabilities Planning Council, 99 Washington Avenue, Suite 1230, Albany, NY 12210. A formal protest must include a statement of all legal and/or factual grounds for disagreement with a DDPC specification or purchasing decision, a description of all remedies or relief requested, and copies of any and all applicable supporting documentation.
- **Deadline for Submission of Formal Protests or Omissions in the Procurement Process** – DDPC must receive formal protests concerning errors, omissions, or prejudice, including patently obvious errors in the RFP specifications or documents, at least 10 calendar days before the proposal due date.
- **Deadline for Submission of Formal Protests of Contract Award** – DDPC must receive a formal protest concerning a contract award within 10 business days of the issuance of notice of contract award.
- **Review and Final Determination of Protests** – Formal protests will be resolved through written correspondence. However, the protestor may request a meeting to discuss a formal protest or DDPC may initiate a meeting on its own accord, at which time the participants may present their concerns. Either the protestor or DDPC may decline such a meeting. Any protests filed with the DDPC program manager responsible for the procurement will be forwarded to the DDPC Executive Director. Copies of all formal protests will be provided by the Executive Director to Counsel for DDPC and to Counsel for the New York State Office for People With Developmental Disabilities’ (OPWDD), and other necessary parties within DDPC, as determined by the Executive Director. Where further formal resolution is required, the program manager responsible for the procurement may designate a state employee not involved in the procurement (“designee”) to determine and undertake the initial attempted resolution or settlement of any formal protest. The designee will conduct a review of the records involved in the formal protest, and provide a memorandum to the Executive Director summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including:

(a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with OPWDD's Counsels Office, and (d) a draft response to the formal protest. The DDPC Executive Director or their designee shall hear and make a formal protest determination on all formal protests. The Executive Director or designee shall: (a) evaluate the presented findings and recommendations, and the evaluation team's reports and recommendations; (b) review the materials presented by the protesting party and/or any materials required of or submitted by other Offerors; (c) if necessary, consult with Counsel within DDPC and/or OPWDD; and, (d) prepare a response to the protest. A copy of the protest decision, stating the reason(s) upon which it is based and informing the protestor of the right to appeal an unfavorable decision to the OSC shall be sent to the protestor or its agent within 45 calendar days of receipt of the protest, except that upon notice to the protestor such period may be extended. The protest decision will be recorded and included in the procurement record, or otherwise forwarded to the OSC upon issuance.

- **Appeals** – Upon receipt of DDPC's determination of a protest, a protestor has 10 business days to file an appeal of determination with the OSC, Bureau of Contracts. The appeal must be filed with Ms. Charlotte Davis, Director, Bureau of Contracts, New York State Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236. The protestor's appeal must contain an affirmation in writing that a copy of the appeal has been served on DDPC, the successful applicant (except where the contracting agency upholds the protest and the successful applicant is the appealing party), and any other party that participated in the protest. In its appeal, the interested party shall set forth the basis on which it challenges DDPC's determination. The OSC Bureau of Contracts will conduct a formal review and issue its determination of the appeal in accordance with its established policy and procedures.
- **Reservation of Rights and Responsibilities of DDPC** – DDPC reserves the right to waive or extend the time requirements for protest submissions, decisions, and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the State and DDPC. If DDPC determines that there are compelling circumstances, including the need to proceed immediately with the contract award in the best interest of the State, then these protest procedures may be suspended, and such decision shall be documented in the procurement record. DDPC will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action including solicitation of bids or withdraw the recommendation of contract award prior to issuance of a formal protest decision.
- **Procurement Activity Prior to Final Protest Determination** – Receipt of a formal bid protest shall not stay action on a procurement unless otherwise determined by DDPC. If a formal protest or appeal is received by DDPC on a

recommended award prior to the underlying contract being forwarded to the OSC, notice of receipt of the protest and appeal must be included in the procurement record forwarded to the OSC.

If a final protest decision or final decision on appeal has been reached prior to transmittal to the OSC, a copy of the final decision must be included in the procurement record and forwarded with the recommendation for award. If a final protest decision is made after the transmittal of a bid package to the OSC, but prior to the OSC approval under State Finance Law §112, a copy of the final DDPC decision shall be forwarded to the OSC when issued, along with a letter either: (a) confirming the original DDPC recommendation for award and supporting the request for final §112 approval, (b) modifying the proposed award recommendation in part and supporting a request for final §112 approval as modified, or (c) withdrawing the original award recommendation.

- **Record Retention of Bid Protests** – All records related to formal applicant protests and appeals shall be retained for at least one year following resolution of the protest. All other records concerning the procurement shall be retained according to the statutory requirements for records retention.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

5.4 DDPC Reserved Rights

DDPC reserves the right to:

1. Reject any or all applications received in response to this RFP;
2. Withdraw or reissue the RFP at any time, at the sole discretion of DDPC;
3. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
4. Reject any proposal if, in the sole discretion of DDPC, it determines the bidder is not a responsible vendor;
5. Change any of the scheduled dates stated in the RFP;
6. Amend any part of this RFP prior to opening of bids, with notification to all bidders, and direct all bidders to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the bidder or other party and will not be incurred or reimbursed by DDPC;
7. Fund only one portion or selected activities of the selected bidder's proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;

8. Negotiate with the selected bidder(s) prior to contract award;
9. Award additional funds pursuant to this RFP should they become available. Additional awards would occur, if DDPC has funds available and would only go to the next highest scoring applicant(s). Minimum score for funding consideration would be average score of at least 80 at the Programmatic review;
10. Award less than the designated number of grant awards as set forth within the RFP;
11. Make an award under the RFP in whole or in part;
12. Seek clarifications at any time during the procurement process including correction of arithmetic, or other apparent errors for the purposes of assuring full and complete understanding of the proposal;
13. Utilize any and all ideas submitted in the proposals received;
14. Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
15. Eliminate mandatory requirements unmet by all applicants;
16. Waive any requirements that are not material;
17. Conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against DDPC arising from such actions;
18. Require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;
19. Fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit DDPC to fund any proposals. DDPC can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;
20. Rescind awards for failure of awardees to meet timeframes that DDPC is required by statute to meet for contract development and approval;
21. Prior to the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by DDPC will be posted on the DDPC website. It is the applicant's responsibility to check the DDPC website periodically for any amendments to the RFP. All changes will be posted by the Changes to RFP Posted By Date as mentioned in IMPORTANT DATES table. No other notification will be given.

5.5 Vendor Responsibility Requirements

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a

determination that a bidder is responsible prior to awarding that bidder a state contract. Vendor responsibility will be determined based on the information provided by the bidder, online, through the New York State VendRep System Questionnaire. DDPC will review the information provided before making an award.

DDPC reserves the right to reject any proposal if, in its sole discretion, it determines the bidder is not a responsible vendor. All proposals are subject to a vendor responsibility determination before the award is made, and such determination can be revisited at any point up to the final approval of the contract by the New York State Office of the State Comptroller (OSC). Vendors must maintain their vendor responsibility throughout the duration of the contract.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts and/or Request for Proposals from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated.

Vendors are also encouraged to have their subcontractors file the required Vendor Responsibility Questionnaire online through the New York State VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more for the term of the contract.

Prior to executing a subcontract agreement, the contractor must provide the information required by DDPC to determine whether a proposed subcontractor is a responsible vendor.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor Identification Number or for direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

The New York State VendRep System offers the following benefits:

- Ease of completion, filing, access to and submission of the questionnaire. Efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire.
- The stored questionnaire information eliminates the need to re-enter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents.
- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.

- VendRep question prompts ensure that the correct forms are completed.
- The VendRep Online System contains links to all definitions of the terms used in the questionnaire.

Confirmation of **completion** of the Vendor Responsibility process must be submitted with your proposal.

To submit this confirmation with your application:

- Go to the bottom of your certified questionnaire, and click the button called **Form Overview**.
- Print this page and upload it to the proposal.
- Upload the page into your proposal by going to the **Pre-Submission Uploads** section of the RFP in the GGS.

By signing the bid proposal, you hereby authorize DDPC to review any records in its possession concerning your organization including, but not limited to, wage records, unemployment insurance records, public works records, labor standards, and safety and health records. Based on the responses you provide, DDPC will determine whether your organization is a responsible bidder. If you are disqualified based on a determination of non-responsibility, you will be notified in writing and may appeal the determination in writing within 10 days to the Executive Director. If you fail to identify a violation and DDPC discovers the failure to disclose such violation, your contract may be terminated immediately upon written notice.

NOTE: The Vendor Responsibility Questionnaire must be dated within six months of the proposal due date. Any subcontractors under proposed contract must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be \$100,000 or more for the contract term.

5.6 Sexual Harassment Prevention Certification

As of January 1, 2019, bidders on procurements subject to competitive bidding are required to submit a certification with every bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training (that meets the Department of Labor's model policy and training standards) to all employees on an annual basis. Please see the Sexual Harassment Prevention Certification in the **Pre-Submission Uploads Section** of GGS. The certification must be submitted electronically in the **Pre-Submission Uploads Section** of GGS.

Bids that do not contain the certification will not be considered for award; however, if the bidder cannot make the certification, the bidder may provide a signed statement with their bid detailing the reasons why the certification cannot be made.

5.7 Business with Russia Prohibition Certification

As of March 17, 2022, New York State agencies are prohibited from contracting with businesses conducting business in Russia. Bidders on procurements must submit a certification stating that they do not conduct business operations in Russia, or meet the federal exemptions regarding vital health and safety services. Full text of Executive Order No. 16 can be found [here](#). Please see the Certification Under Executive Order No. 16 in the **Pre-Submission Uploads Section** of GGS. The certification must be submitted electronically in the **Pre-Submission Uploads Section** of GGS.

6 Selected Applicants/Grant Award

Below is general information about what to expect if you are selected as the grantee for this RFP. This Section also includes Grantee requirements, responsibilities and assurances when receiving grant support and funding from the DDPC.

6.1 State of New York Master Contract for Grants (MCG)

Applicants selected to receive a grant award will be required to execute a MCG within 60 - 90 days from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the GGS application under the screen named 'Contract Document Properties.'

The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (*Agency and Program specific terms and conditions*)
- Attachment A-2 Federally Funded Grant Terms and Conditions (*optional*)
- Attachment B-1 Expenditure Based Budget (*project expense categories and detail*)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DDPC until the MCG is fully approved by the DDPC, and as applicable, by the Attorney General and the State Comptroller. All contracts must be approved by the contract start date, which will be determined at the time of an official award.

6.2 Grantee Reporting Requirements

Grantee responsibilities include Quarterly Fiscal and Programmatic reporting on agreed upon grant objectives and activities as outlined in the approved Performance Agreement and

Performance Indicators. During the funded grant period, the grantee shall submit quarterly reports to DDPC that, at a minimum, include:

- Quarterly expenditures with backup documentation for project-related expenses for both DDPC Grant and Grantee Match funds.
- Qualitative and quantitative data related to grant participants, outputs, and outcomes.
- Grant participant satisfaction data, demographic data, and success stories.
- Grant promotional materials such as; pictures, social media posts, stories, interviews, videos, and/or highlights of project accomplishments.
- Discussion of milestones achieved, status of the project, and any delays or barriers to implementation encountered.
- Plan of action for activities and objectives being implemented in the next reporting period and plans on how to address any delays or other issues encountered.
- Sustainability efforts to continue grant activities beyond DDPC funding.

NOTE: All Quarterly Reporting documents will be submitted in the GGS. Applicants must be enrolled for Direct Deposit in the Vendor Management System (e-payment) to ensure timely payments. To enroll, go to: <https://osc.state.ny.us/vendors/epayments.htm>

6.3 Grantee Responsibilities: Publication Rights & Confidentiality of Information

Successful applicants will be required to agree to the following regarding publication rights and confidentiality:

- The DDPC will retain ownership of data and records provided as part of this project, and the grantee shall not use the DDPC data, records, and reports for any purpose other than the conduct of this project without the consent of the DDPC.
- If the Contractor is an educational institution, the Contractor may, for scholarly or academic purposes, use, present, discuss, report or publish any material, data or analyses, other than Confidential Information, that derives from activity under the Master Contract and the Contractor agrees to use best efforts to provide copies of any manuscripts arising from Contractor's performance under this Master Contract, or if requested by the State, the Contractor shall provide the State with a 30-day period in which to review each manuscript for compliance with Confidential Information requirements; or if the Contractor is not an educational institution, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Master Contract (but are not deliverable under the Master Contract), provided that the Contractor first submits such manuscripts to the State 45 calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate.

- ◇ Publicity includes, but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name or other such references to the State in any document or forum. Publicity regarding this project may not be released without prior written approval from the State.
 - ◇ Any final publication created by a contractor, under a contract with the DDPC, must acknowledge the funding support of the DDPC. For example, a statement in a publication might read, "The publication of this pamphlet is supported by funds from the New York State Developmental Disabilities Planning Council." Any publication must also state that "This project was supported, in part by grant number 20NYXXXX from the U.S. Administration for Community Living, the Department of Health and Human Services, Washington, D.C. 20201 through the New York State Developmental Disabilities Planning Council (NYS DDPC). Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy or the opinions, interpretation, or policy of the NYS DDPC."
 - ◇ The grantee may not use any information obtained via DDPC contract, including those products developed because of the grant but completed after the conclusion of grant funding, in any public media including those listed above, without the prior approval of the DDPC. Contractors bear the responsibility to uphold these standards and to require compliance by employees and/or subcontractors.
- DDPC requires that any produced documents reflect "People First Language" – that is, language that thinks of the person first over a condition – for example, "a woman who has developmental disabilities" rather than "a developmentally disabled woman." A "People First" language style guide can be accessed at: <https://www.cdc.gov/ncbddd/disabilityandhealth/pdf/communicating-with-people.pdf>
 - The grantee shall treat all information, including but not limited to, information pertaining to service recipients and providers, obtained by the grantee through its performance under the DDPC contract, as strictly confidential. Grantees shall not disseminate any information except as necessary to the proper discharge of its obligations under contract with the DDPC.

6.4 Grantee Assurances

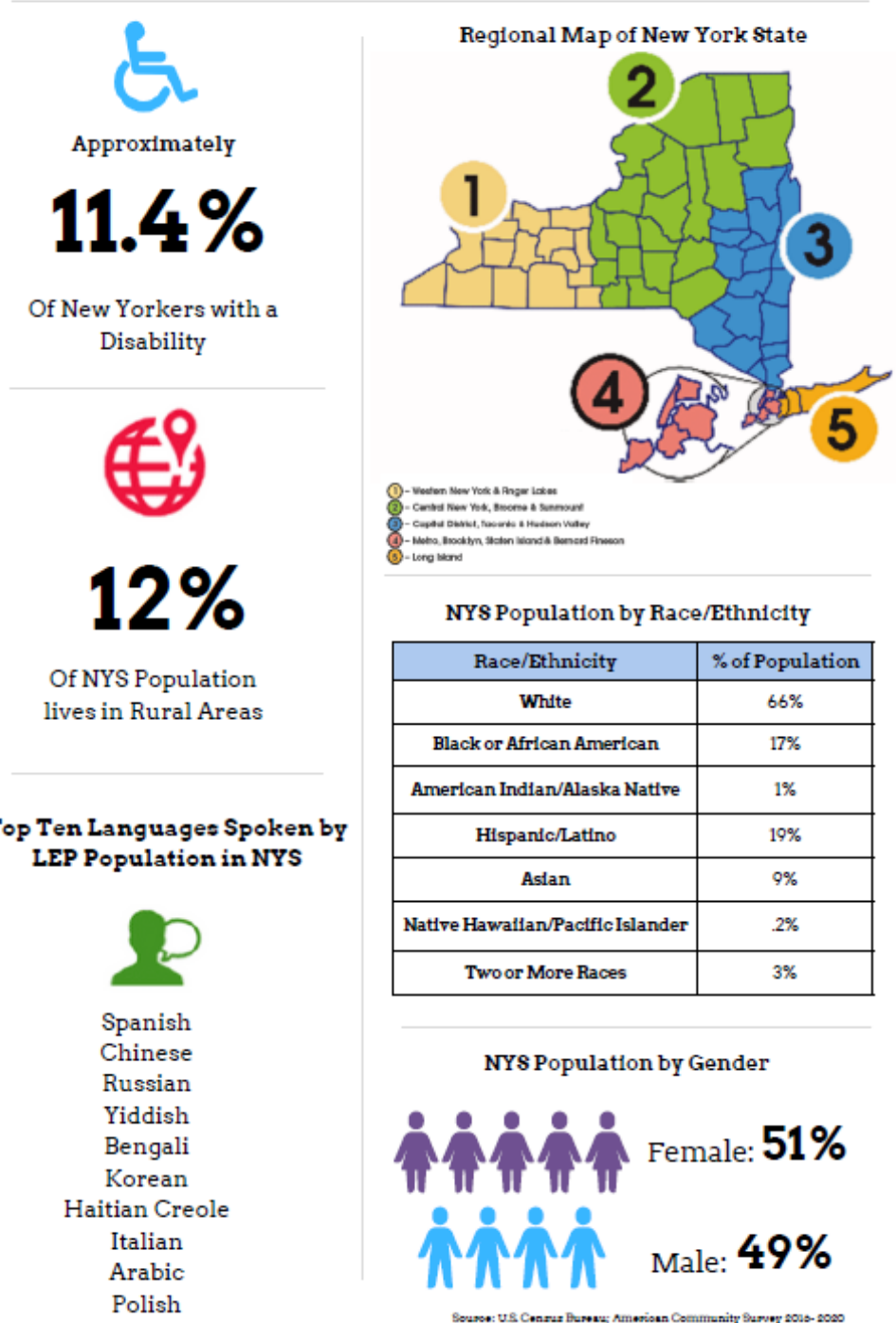
Each recipient of a DDPC grant will be required to assure certain provisions required by both Federal and State laws. These include, but are not limited to, assurances of non-discrimination and affirmative action in hiring and service provision; assurances of compliance with accessibility and language access requirements; and health standards for

appropriate and quality services for persons with intellectual and developmental disabilities (IDD). Upon approval of a grant, these assurances will be included in the formal contract between the grantee and the DDPC.

7 Appendices

Appendix A – Regions and Demographic Data for New York

Appendix A - Regions and Demographic Data for New York State



Appendix B – Definitions of Terms

Cultural Competence: means services, supports or other assistance that are conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language and behaviors of individuals who are receiving services, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program.ⁱⁱ

Developmental Disability: means a severe, chronic disability of an individual that: (a) is attributable to a mental or physical impairment or combination of mental or physical impairments; (b) is manifested before the individual attains age twenty-two; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more of the following areas of major life activity; self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and (e) reflects the individual's need for a combination and sequence of special, interdisciplinary or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated".ⁱⁱⁱ

Diversity: for the purposes of this RFP, diversity is defined as: (1) Individuals from racial and ethnic minority backgrounds (2) Individuals with limited English proficiency (3) Individuals from underserved geographic areas (rural or urban) (4) Different disabilities; and, (5) Lesbian, Gay, Bisexual, and Transgender.

Equity: the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment. (EO 14035)

Inclusion: inclusion means understanding the relationship between the way people function and how they participate in society, and making sure everybody has the same opportunities to participate in every aspect of life to the best of their abilities and desires.

Linguistic Competence: refers to the capacity of an organization and its personnel to communicate effectively and convey information in a manner that is easily understood by diverse groups including persons of limited English proficiency, those who have low literacy skills or are not literate, individuals with disabilities, and those who are deaf or hard of hearing. Linguistic competency requires organizational and provider capacity to respond effectively to the health and mental health literacy needs of populations served. The organization must have policy, structures, practices, procedures, and dedicated resources to support this capacity.^{iv}

Plain Language: A communication is in plain language if its wording, structure, and design are so clear that the intended readers can easily find what they need, understand what they find, and use that information.^v

Sustainability Plan: is an applicant's plan to continue the goals, services, supports or other intended activity of the RFP beyond the end date of DDPC funding. The Sustainability Plan should focus on continuance of intent, activities and outcomes through any combination of strategies, actions and resources.

ⁱⁱ U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Development Disabilities (2000). *Amendments to P.L. 106-402 - The Developmental Disabilities Assistance and Bill of Rights Act of 2000*.

ⁱⁱⁱ Developmental Disabilities Assistance and Bill of Rights Act, (PL 106-402).

^{iv} National Center for Cultural Competence, <https://nccc.georgetown.edu/foundations/framework.php>

^v Center for Plain Language, <https://centerforplainlanguage.org/learning-training/five-steps-plain-language/>